

Process Name: Timekeeping and Leave Accounting	Process Identifier: TL
Sub-Process Name: Time Entry	Sub-Process Identifier: TL-2
Sub-Process Purpose and Objectives: Process A&L forms in preparation for payroll	
Sub-Process Description: Employees who are working during the time period complete A&L form and forward to the person entering their time. For employees on leave, the agency completes the A&L form and enters the information into DCS. Attendance and leave data is entered one of three ways: <ul style="list-style-type: none">• Exception based – most Executive Branch employees are processed using exception timekeeping. A normal schedule (normal for that employee – ex – 37.5 hrs/wk, 40 hrs/wk) is pre-completed in DCS, and the entries made are only for deviations to the normal schedule (overtime, leave, etc.). Deviations from the schedule may require that the schedule be updated prior to time entry. Each exception line must have approval indicated on the paper A&L form.• Positive time entry – for part-time employees and others without set schedules, time is entered daily based on the activities performed (normal time, overtime, leave, etc.). In some cases, schedule information must be entered prior to entering time. Each line must have approval on the A&L form.• Total time – for most non Executive Branch employees, time is entered as a pay period total by type of pay (total leave without pay, total overtime).• Labor distribution – for agencies using Labor Distribution, any changes to the timesheets should also be made to attached labor distribution data (described a part of the financial processes) <p>Once time is entered attendance and leave are approved according to security rules, and edited for correctness. Edits performed on attendance and leave include: total time worked, type of leave taken (if more leave in a particular category is taken than is available, the system automatically uses other types of leave when available), etc. If errors are detected (either during online entry or during the payroll audits, agencies correct the errors and resubmit. Correct and approved timesheets are then sent to SEIS for payroll processing. If the timesheets will be processed as part of a special run, personnel turns on the special run indicator for that employee in DCS.</p> <p>Certain agencies with separate timekeeping systems (ex – DOT, Multi-Trak) pass pre-approved timesheets to Data Capture.</p>	

Process Name: Timekeeping and Leave Accounting		Process Identifier: TL	
Sub-Process Name: Time Entry		Sub-Process Identifier: TL-2	
Sub-Process Trigger(s): <ul style="list-style-type: none"> A&L forms due 		Key Sub-Process Participants: <ul style="list-style-type: none"> Employees Personnel Agency 	
Inputs:			
Input	Format	Volume/Time	Suppliers
A&L forms	Paper	45,000/pay period	Employees and agency
DCS	Online	45,000/pay period	
Outputs:			
Output	Format	Volume/Time	Recipients
Approved A&L forms	Database		Payroll audit
Unapproved report	Report	1/audit	Agencies
Performance Measures Tracked:			
Measure	Approx. Value		Target Value

Process Name: Timekeeping and Leave Accounting		Process Identifier: TL	
Sub-Process Name: Time Entry		Sub-Process Identifier: TL-2	
Laws, Regulations, and Policies That Govern Sub-Process:			
DOP Attendance and Leave Policies and Procedures T.C.A. chapters and sections that deal with attendance and leave issues include: 2-9-103 Voting Machine Technicians (absence from work) 4-4-105 Department office hours - overtime 4-7-109 Temporary retention of disabled member on payroll 4-7-117 Temporary retention of disabled correctional officer or youth service worker 4-21-408 Maternity Leave 8-23-201 Compensation for extra services 8-30-215 Hours of work, attendance and leaves of absence 8-33-101 – 8-33-109 Employees in Military Service 8-36-805 Reemployment permitted (retired employees) 8-50-109 Leave of absence for officers of employee associations 8-50-110 Use of annual leave to attend statewide meeting of employee association 8-50-111 Disabling assault injuries in the line of duty – Retention on regular payroll 8-50-113 Bereavement leave 8-50-801 – 8-50-810 Leave for State Employees 15-1-101 Legal Holidays 22-4-108 Civil Leave			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	

Process Name: Timekeeping and Leave Accounting		Process Identifier: TL	
Sub-Process Name: Time Entry		Sub-Process Identifier: TL-2	
Send automation of A&L for non executive branch agencies		This would simplify payroll processing and reduce errors; would require offline departments to adopt DOP policies	C
Employees can enter their own time information by utilizing self-service time entry functionality through a web browser or kiosk		Internet access and training may be issues in implementation; change management issue of shifting responsibility for data to employee	
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
DCS		See TL-1	

